

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
MARCH 15, 2001**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on March 15, 2001, at 1:00 p.m. Eastern Standard Time (EST). The meeting was led by its chair, Mr. Scott Siders of the Illinois Environmental Protection Agency. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss progress on International Organization for Standardization (ISO) 17025 integration, the asbestos subcommittee, the Performance-based Measurement System (PBMS) subcommittee, and logistics for preparing for the Seventh NELAC Annual Meeting (NELAC 7) and on-going committee activities.*

INTRODUCTION

Mr. Siders called the meeting to order and reviewed the agenda for the meeting.

TOPICS OF DISCUSSION

ISO 17025

Dr. Fred Siegelman has received one homework assignment, but is still waiting for the assignments from the rest of the committee. One committee member will be unable to complete his assignment, and Dr. Siegelman is following up with two individuals who might be willing to assist. After all of the assignments have been completed, Dr. Siegelman will cut and paste them into a document ordered like ISO 17025. Then, a subcommittee will work on wordsmithing the document. No resolution of the copyright issue with ISO has been reached yet. Preparation of a PowerPoint presentation on this activity for the NELAC 7 meeting was discussed. Dr. Siegelman is unsure about whether a discussion document will be ready for the meeting.

ASBESTOS SUBCOMMITTEE

Mr. Mike Beard said that the asbestos subcommittee has had two meetings so far. Preparing guidelines for drinking water measurements is the first priority. Checklists from several states, including New York and California, and the relevant U.S. Environmental Protection Agency (EPA) water methods have been distributed to the subcommittee. Clarification of specific points in the EPA methods may be provided in the document prepared by this subcommittee. The subcommittee might have a discussion document ready for NELAC 7, but will definitely plan to discuss the status of the effort at the meeting.

PBMS SUBCOMMITTEE

Mr. Siders reported that the subcommittee has had a recent teleconference. Changes to the Chapter's introduction, to the calibration and continuing calibration sections, and new method selection and method validation sections are being discussed. Appendix C will also require

significant revision. Nothing will be ready in time for voting at NELAC 7. A presentation on the PBMS subcommittee's status and a discussion document will be prepared for NELAC 7.

LOGISTICS

Mr. Siders has cut and pasted appendices D.1 and D.3 into the standard and sent this version to the committee for their review. He will send it to Ms. Jeanne Hankins on Monday, March 19. He has also sent an electronic mail message to Dr. Steve Billets to request three additional Quality Systems committee teleconferences, as well as additional PBMS and microbiology subcommittee teleconferences.

The committee is currently scheduled for three sessions at the NELAC 7 meeting. Mr. Siders plans to use Tuesday afternoon for discussion of ISO 17025 and PBMS, Wednesday morning for discussion of Appendix D.1 and the asbestos subcommittee, and Wednesday afternoon for discussion of changes to Chapter 5 and Appendix D.3. This agenda will be finalized in the March 29 teleconference.

Two committee members whose term is up at NELAC 7 will be leaving the committee, and the process for replacing them was discussed. A list of individuals who have indicated an interest in being on the committee in the past is being obtained and Mr. Siders invited the committee members to present names of possible candidates. Mr. Siders will develop a short list for presentation to the committee. In addition to replacing committee members, the process for nominating a committee chair was discussed.

NEXT MEETING

The next meeting is tentatively scheduled for March 29, 2001.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
MARCH 15, 2001**

Item No.	Action	Date to be Completed
1.	Complete ISO 17025 homework assignments (Committee)	As soon as possible
2.	Submit the new version of the standard to Ms. Hankins on March 19 (Mr. Siders)	March 19
3.	Submit the draft agenda (Mr. Siders)	April 1

**PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
MARCH 15, 2001**

Name	Affiliation	Address
Siders, Scott Chair	Illinois EPA (Lab #4)	T: (217)785-5163 F: (217)524-0944 E: epa6113@epa.state.il.us
Casstevens, Marty	Froehling and Robertson	T: (804)264-2701 F: (804)264-0782 E: mcasstevens@fandr.com
De Lisle, Peter	Coastal Bioanalysts, Inc.	T: (804)694-8285 F: (804)695-1129 E: pdelisle@coastalbio.com
Frederici, Raymond (absent)	Severn Trent Laboratories	T: (708)534-5200 F: (708)534-5211 E: rfederici@stl-inc.com
Glowacki, Clifford (absent)	Technicon, LLC	T: (916)929-8001 F: (916)929-8020 E: cglowacki@techniconllc.com
Hooper, Charles	USEPA/Region 4	T: (706)355-8838 F: (706)355-8803 E: Hooper.Charles@epa.gov
Kulasingham, George (absent)	CA State, Dept. of Health Services - ELAP	T: (510)540-2800 F: (510)849-5106 E: gkulasin@dhs.ca.gov
Mendenhall, David	Utah Department of Health	T: (801)584-8470 F: (801)584-8501 E: dmendenh@doh.state.ut.us
Nielsen, Jeffrey (absent)	City of Tallahassee, Water Quality Div.	T: (850)891-1232 F: (850)891-1062 E: nielsenj@mail.ci.tlh.fl.us
Siegelman, Fred	USEPA/OEI	T: (202)564-5173 F: (202)565-2441 E: siegelman.frederic@epamail.epa.gov
Beard, Michael (Contractor Support)	Research Triangle Institute	T: (919)541-6489 F: (919)541-7386 E: mebeard@rti.org
Salmons, Cynthia (Contractor Support)	Research Triangle Institute	T: (919)541-6948 F: (919)541-7215 E: cas@rti.org